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**Subject: MATERNITY LEAVE**

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1. A pregnant employee shall be entitled to utilize accumulated sick leave time and sick leave bank days (if the employee is a participant) for such a period of time as she is medically disabled from performing her job by reason of her pregnancy or termination of pregnancy.
2. Not later than the end of the fifth month of her pregnancy the employee shall advise her immediate supervisor, in writing, of the date upon which she anticipates to commence and end her maternity leave, barring unforeseen medical developments.
3. The employee shall be required to verify the period of her medical disability by forwarding a medical doctor's statement or certificate to the BOCES. The BOCES may also, at its discretion, have the employee examined by a medical doctor selected to advise the BOCES.
4. When accumulated sick leave days are exhausted, the employee shall be entitled to take unpaid maternity leave.
5. If an employee desires to commence unpaid maternity leave at any time after she becomes pregnant and prior to the time that she is medically disabled from performing her job by reason of her pregnancy, she may do so provided she gives the Executive Director at least thirty (30) days advance written notice of her leave commencement date and advises that office of her desired return to work date.
6. Normally, an employee shall return from maternity leave as soon after her delivery date or other termination of her pregnancy as she is medically able to perform her job. If her leave is for twelve (12) or fewer weeks, she shall be returned to the same position or an equivalent position for which she is qualified. If she returns after more than twelve (12) weeks, she shall be returned to the same position or another position for which she is qualified. However, nothing herein shall be construed to limit or modify the authority and discretion of the Board of Directors and the Executive Director as otherwise conferred by policy or statute including, but not limited to, the authority to effect transfers, terminations or other matters.
7. If the employee desires to take an extended unpaid maternity leave after the time that she is medically able to return to work, she may be permitted to do so. The latest date that the employee shall return from the extended unpaid maternity leave shall be ten (10) months from the time that she commenced the unpaid part of her maternity leave. The employee and the Executive Director shall mutually agree upon the departure

date and the date the employee shall resume her duties. If mutual agreement of a date of return cannot be reached, the BOCES shall have the final discretion in determining the date of return. The employee, when returning from the extended unpaid maternity leave, shall be returned to a position for which she is qualified if her former position no longer exists. However, nothing herein shall be construed to limit or modify the authority and discretion of the Board of Directors and the Executive Director as otherwise conferred by policy or statute including, but not limited to, the authority to effect transfers, terminations or other matters.

8. If the employee fails to return to work on the scheduled date, she shall be deemed to have resigned and shall forfeit her right to continued employment with the BOCES.